

HAMPTON VA

Kronos Supervisor/Payroll Clerk Training

TIME & ATTENDANCE

SCHEDULING

ABSENCE MANAGEMENT

HR & PAYROLL

HIRING

LABOR ANALYTICS



Agenda



- FLSA (Fair Labor Standards Act)
- Introduction
- Manager Workspace
 - Employee Workspace
 - TOR approval/Correction of leave type or amount/Retractions/Adjustments
- Timecards
 - Viewing a timecard (Active and Inactive)
 - Timecard Summary (Totals/Reviewing accruals)
 - Timecard Approvals
 - Comments: when and why
- Callout Incentive vs. Call Out
- Comp vs. Overtime
- Holiday OT
- Delegating Authority

Agenda Cont'd



- Other Tasks
 - Kronos Information Form(handout)
 - Lunch log/Adding meal breaks to timecard(handout)
- Audits (handout)
- Reports
 - Accrual Detail Report (handout)
 - Employee Transactions and Totals Report (handout)
 - Timecard signoff and request approval report (handout)
- Points to Ponder
- Payroll Manager Overview
 - Quick Reference Guide (handout)
 - Kronos Correction Form (handout)
 - Payroll Time Frame/Deadlines
- FMLA Process

Introduction



- Purpose of today's Training
 - Internal Audit Review
 - Requests from Departments
 - Consistent errors noticed by Finance and HR

- Meet the Team
 - Shannon Holley – HR - Kronos Administrator
 - Jurea Berger – HR – Kronos Advisor
 - Linda Long – IT – Kronos Advisor
 - Stacia Pfizenmayer – Finance – Payroll Manager
 - Lisa Burgess – Finance – Payroll Specialist
 - Rhonda Lundy – Benefits - Benefits Manager
 - LaNita Butler – Benefits - Sr. Benefits Specialist

- Kronos Webpage
 - www.hampton.gov – Employee Connection – Kronos
 - Links, Videos, Powerpoint presentations, etc.

- IT Help Desk
 - By e-mail or phone
 - ithelpdesk@Hampton.gov
 - Ext. 76486

Manager Workspace



Manager Workspace

Schedules

Loaded: 10:14AM Current Schedule Period All Home Edit



By Employee

1/31 - 2/06

Name	Sun 1/31	Mon 2/01	Tue 2/02	Wed 2/03	Thu 2/04	Fri 2/05	Sat 2/06
Bird, Tweety	7:00AM - 7:00PM	7:00AM - 7:00PM 7:00PM - 7:00AM	7:00AM - 7:00PM 7:00PM - 7:00AM	7:00AM - 7:00PM 7:00PM - 7:00AM	7:00PM - 7:00AM		
Claus, Santa	7:00AM - 7:00PM				7:00AM - 11:00AM	7:00AM - 7:00PM	7:00AM - 7:00PM
Duck, Donald			7:00AM - 3:00PM	7:00AM - 3:00PM	7:00AM - 3:00PM	7:00AM - 3:00PM	
Mouse, Minnie		3:00PM - 11:30PM	3:00PM - 11:30PM	3:00PM - 11:30PM	3:00PM - 11:30PM	3:00PM - 11:30PM	
Test, Manager	7:00AM - 7:00PM			7:00AM - 7:00PM	7:00AM - 7:00PM		

Request Manager

Time-Off Submitted Next Schedule Period All Home



Modified By (...)	Subject	Submit Date	Status	Submitted By	Start Date	Employee	End Date	Pay Code	Comments
SClaus	TOR- Schedule	2/03/2021 10...	Submitted	Claus, Santa	2/12/2021	Claus, Santa	2/12/2021	Sick Leave	
SClaus	TOR- Hours	2/03/2021 10...	Submitted	Claus, Santa	2/10/2021	Claus, Santa	2/10/2021	Vacation	

Request Detail Employee Accrual Detail

TOR- Schedule

Submitted 2/03/2021 10:13AM

Modified By (Username)	SClaus
Subject	TOR- Schedule
Submit Date	2/03/2021 10:13AM
Status	Submitted

Employee Workspace



Manager Workspace Employee Workspace

My Timecard

Loaded: 12:37 PM

Current Pay Period

View Approve Timecard

Print Timecard

Refresh

Calculate Totals

Save

	Date	Schedule	In	Out	Trans...	Pay Code	Amount	Shift	Daily	Period
		7:00PM-7:00AM								
	Wed 2/03	7:00AM-7:00PM	7:00AM	7:00PM				12:00	12:00	48:00
		7:00PM-7:00AM								
	Thu 2/04	7:00PM-7:00AM	7:00PM	7:00AM				12:00	12:00	60:00
	Fri 2/05									60:00
	Sat 2/06									60:00
	Sun 2/07									60:00
	Mon 2/08	7:00AM-7:00PM	7:00AM	7:00PM				12:00	12:00	72:00
	Tue 2/09	7:00AM-7:00PM	7:00AM	7:00PM				12:00	12:00	84:00
		7:00PM-7:00AM								
	Wed 2/10	7:00AM-7:00PM	7:00AM	7:00PM				12:00	12:00	96:00
		7:00PM-7:00AM								

Totals Accruals Audits

Accrual Code	Accrual Available Balance	Accrual Reporting Period	Accrual Pending Grants	Accrual Planned Takings	Accrual Ending Balance
Birthday	12:00	Fri 1/01 - Fri 12/31	8:00	0:00	8:00
COVID-19 Leave	0:00	Fri 1/01 - Fri 12/31	0:00	0:00	0:00
MISC	16:00	Fri 1/01 - Fri 12/31	0:00	0:00	16:00
Personal	8:00	Fri 1/01 - Fri 12/31	24:00	0:00	8:00
Sick - Hybrid	144:00	Fri 1/01 - Fri 12/31	0:00	0:00	144:00
Vacation	165:30	Fri 1/01 - Fri 12/31	132:00	0:00	288:00

My Timestamp

Last Timestamp:

Wednesday, February 10, 2021 7:00 PM
(GMT-05:00) Eastern Time

Transfer:

Record Timestamp

ESS Calendar

Period of 1/30 - 2/12

- Sat 1/30
7:00AM-11:00AM
- Sun 1/31
7:00AM-7:00PM
- Mon 2/01
7:00AM-7:00PM
7:00PM-7:00AM
- Tue 2/02
7:00AM-7:00PM
7:00PM-7:00AM
- Wed 2/03
7:00AM-7:00PM
7:00PM-7:00AM
- Thu 2/04
7:00PM-7:00AM
- Mon 2/08
7:00AM-7:00PM

How to view accruals from timecard



My Timecard

Loaded: 12:37 PM Current Pay Period

View
Approve
Timecard

Print
Timecard
Refresh
Calculate
Totals
Save

	Date	Schedule	In	Out	Trans...	Pay Code	Amount	Shift	Daily	Period
+ X		7:00PM-7:00AM								
+ X	Wed 2/03	7:00AM-7:00PM	7:00AM	7:00PM				12:00	12:00	48:00
+ X		7:00PM-7:00AM								
+ X	Thu 2/04	7:00PM-7:00AM	7:00PM	7:00AM				12:00	12:00	60:00
+ X	Fri 2/05									60:00
+ X	Sat 2/06									60:00

Totals **Accruals** Audits

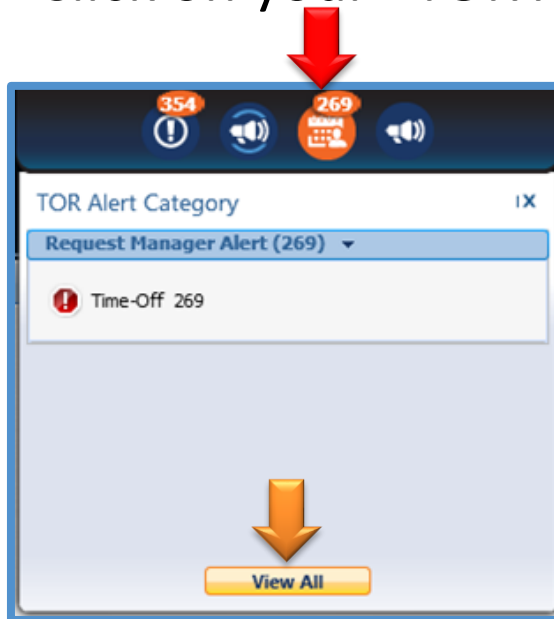
Accrual Code	Accrual Available Balance	Accrual Reporting Period	Accrual Pending Grants	Accrual Planned Takings	Accrual Ending Balance
Birthday	12:00	Fri 1/01 - Fri 12/31	8:00	0:00	8:00
COVID-19 Leave	0:00	Fri 1/01 - Fri 12/31	0:00	0:00	0:00
MISC	16:00	Fri 1/01 - Fri 12/31	0:00	0:00	16:00
Personal	8:00	Fri 1/01 - Fri 12/31	24:00	0:00	8:00
Sick - Hybrid	144:00	Fri 1/01 - Fri 12/31	0:00	0:00	144:00
Vacation	165:30	Fri 1/01 - Fri 12/31	132:00	0:00	288:00

Approving Leave Requests

- Initial Screen for Managers / Supervisors



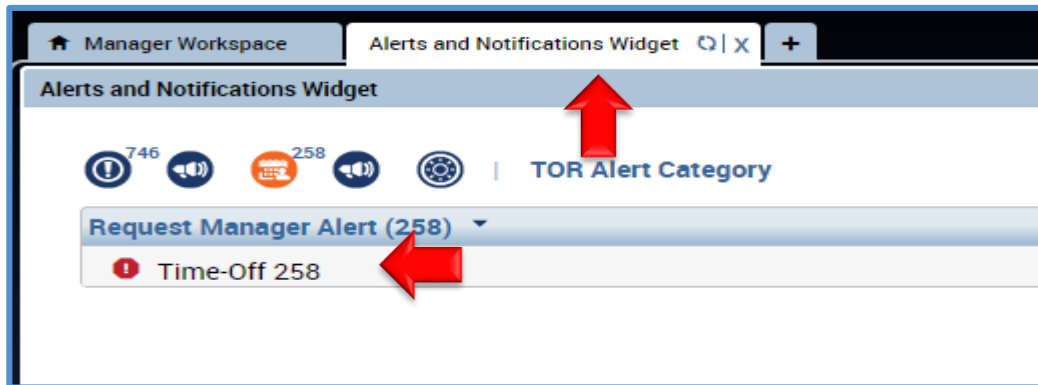
- Click on your “TOR Alert Category” icon. Then select “View All:”



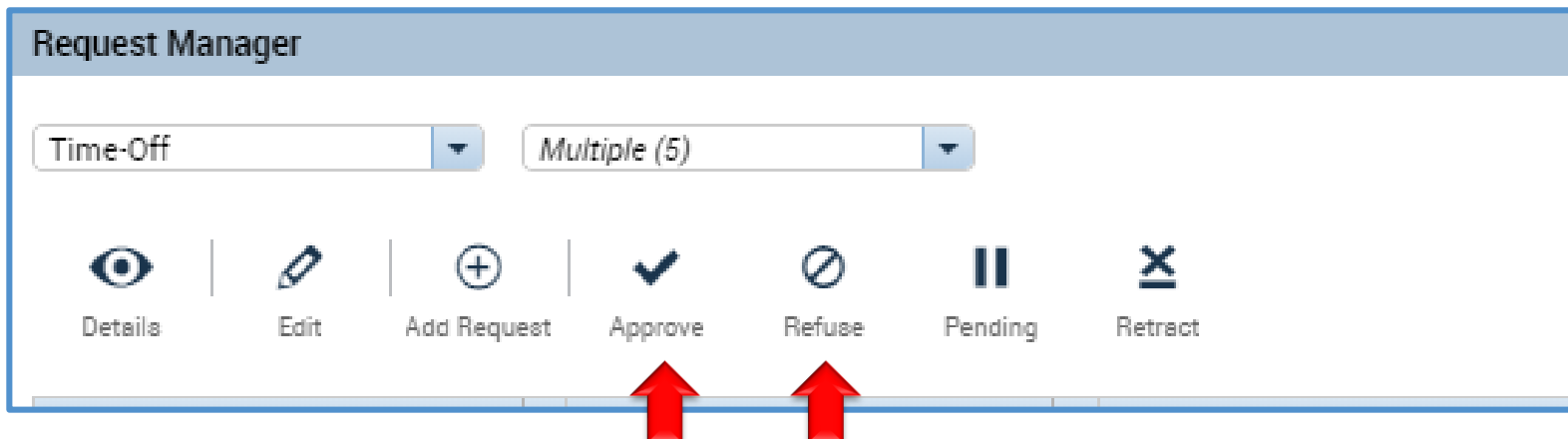
Approving Leave Requests



- The “Alerts and Notifications Widget” will display in a new tab. Click on the “Time-Off” link:



- Locate your employee in the list, highlight the employee, then click, “approve” or “refuse.”



Approving Leave Requests



- If you select “Approve,” the details of the Time-Off Request (TOR) will display. Verify everything and then select “Approve.” You will also have the option to leave a “comment:”

Approve Time-Off Request

Submitted: 1/27/2021 - 4:01:53PM
Modified by: DDuck

Employee: Duck, Donald Type: TOR- Hours

Start date	End date	Pay code	Time Unit	Start time	Daily Amount
2/17/2021	2/17/2021	Sick Leave	Hours	1:30PM	3:00

Accruals on: 2/17/2021

Accrual	Balance
Birthday	12:00 Hour
Comp	60:00 Hour
Comp Reserved	0:00 Hour

Status History

Submitted: 1/27/2021 - 4:01:53PM
DDuck

Comments (0)

Select Comment

Type a note (optional)

Cancel Approve

Refusing Leave Requests



- If you select “Refuse,” the details of the Time-Off Request (TOR) will display. Verify everything and then select “Refuse.” You will also have the option to leave a “comment:”

Refuse Time-Off Request

Submitted: 1/27/2021 - 4:01:53PM
Modified by: DDuck
Employee: Duck, Donald Type: TOR- Hours

▼ Requested

Start date	End date	Pay code	Time Unit	Start time	Daily Amount
2/17/2021	2/17/2021	Sick Leave	Hours	1:30PM	3:00

Accruals on: 2/17/2021

Accrual	Balance
Birthday	12:00 Hour
Comp	60:00 Hour
Comp Reserved	0:00 Hour

Status History

Submitted: 1/27/2021 - 4:01:53PM
DDuck

Comments (0)

Select Comment ▼

Type a note (optional)

Cancel Refuse

Approving Leave Requests



- Once approved or refused, the request will be removed from your “Request Manager” and a system generated e-mail will be sent to your employee:

Time-Off

Multiple (10)

Details

Edit






Add Request

Modified By (Username)	Subject	Submit Date	Status	Submitted By	Start Date	Employee	End Date

Approving Leave Requests



- The supervisor can view a history of the Time Off Requests. There are various TOR statuses available for selection. To display the complete list, click on the drop down arrow of the “multiple” box and you will see the options:

Request Manager								
Time-Off		All Statuses (12)						
								
Details	Edit	Add Request	Retract	Cancel				
Modified By (Username)	Subject	Submit Date ▲	Status	Submitted By	Start Date	Employee	End Date	Pay Code
TBird	TOR- Hours	1/07/2021 2:17PM	Approved	Duck, Donald	1/08/2021	Duck, Donald	1/08/2021	Vacation
DDuck	TOR- Hours	1/27/2021 3:37PM	Submitted	Duck, Donald	1/28/2021	Duck, Donald	1/28/2021	COMP Taken
DDuck	TOR- Schedule	1/27/2021 3:37PM	Submitted	Duck, Donald	1/29/2021	Duck, Donald	1/29/2021	COMP Taken
DDuck	TOR- Schedule	1/27/2021 3:38PM	Submitted	Duck, Donald	2/05/2021	Duck, Donald	2/05/2021	Vacation
TBird	TOR- Hours	1/27/2021 4:01PM	Retracted	Duck, Donald	2/17/2021	Duck, Donald	2/17/2021	Sick Leave

Approving Leave Requests



- Clicking on a display line will cause the detailed history pop up to be displayed:



Time-Off Request Details

✓ Approved 3/05/2015-11:35:29AM
Modified by [redacted]
Employee [redacted]

Requested **Approved**

Type	TOR		
Pay code	Vacation		
Start date	3/09/2015	End date	3/09/2015
Duration	Hours		
Start time	8:00AM	Length	8:00 h

Status History

✓ 3/05/2015 - 11:35:29AM
[redacted]
[Approved] Enjoy your time off!

→ 3/05/2015 - 11:01:42AM
[redacted]

Close

Approving Leave Requests



- Clicking on a display line will cause the detailed history pop up to be displayed:



Time-Off Request Details

☒ Approved: 1/14/2021 - 12:38:16PM
Modified by: TBird

Employee: Duck, Donald Type: TOR- Hours

▶ Requested

▼ Approved

Start date	End date	Pay code	Time Unit	Start time	Daily Amount
1/08/2021	1/08/2021	Vacation	Hours	8:00AM	8:00

Accruals on: 1/08/2021

Accrual	Balance
Birthday	12:00 Hour
Comp	60:00 Hour
Comp Reserved	0:00 Hour

Status History

☒ Approved: 1/14/2021 - 12:38:16PM
TBird



☒ Submitted: 1/07/2021 - 2:17:31PM
DDuck

Close

Correcting Approved Leave Type & Amount



- If the leave type and/or the amount needs to be adjusted, it has to be done in the Schedule Editor. Any information in purple cannot be corrected on the timecard.

		Date	Schedule	In	Out	Transfer	Pay Code	Amount
		Fri 7/29		8:00AM			Vacation	4:00

Correcting Approved Leave Type & Amount



- From the Manager Workspace tab, highlight the employee, click on the “Go To” icon and select, “Schedules:”

The screenshot shows the 'Manager Workspace' interface. At the top, there's a 'Genies' header and a 'Loaded 11:02AM' status. Below this is a toolbar with icons for 'Select All Rows', 'Column Selection', 'Filter', 'Timekeeping', 'Accruals', 'Approval', and 'Schedule'. On the right side of the toolbar, there are 'Refresh', 'Share', and 'Go To' icons. A red arrow points to the 'Go To' icon. Below the toolbar is a table with columns: 'Name', 'Employee Approval', 'Manager Approval', 'Unreviewed Exceptions', and 'Unexcused Absence'. The table lists several employees, including Benson, William H., Berger, Jurea R., Bird, Tweety, Brown, Rhonita R., Burton, Albert P., Clark, Lesa C., Clark, Nicole M., and Dennis, Steven C. A red arrow points to the 'Bird, Tweety' row. To the right of the table, a dropdown menu is open, showing options: 'Exceptions', 'Timecards', 'People Editor', 'Schedules', 'Request Manager', 'Reports', and 'My Audits'. A red arrow points to the 'Schedules' option. The menu also includes a 'Go to workspace' option at the bottom.

Name	Employee Approval	Manager Approval	Unreviewed Exceptions	Unexcused Absence
BENSON, WILLIAM H		n/a	0	
BERGER, JUREA R			0	
Bird, Tweety		n/a	5	✓
BROWN, RHONITA R		n/a	0	
BURTON, ALBERT P		n/a	0	
CLARK, LESA C		n/a	0	
CLARK, NICOLE M			0	
DENNIS, STEVEN C			0	

Correcting Approved Leave Type & Amount



- From the Manager Workspace tab, highlight the employee, click on the “Go To” icon and select, “Schedules:”

The screenshot shows the Kronos Manager Workspace interface. At the top, there's a 'Manager Workspace' tab and a 'Genies' tab. Below the tabs, there's a 'Genies' header and a 'Loaded 12:11PM' status. A red arrow points to the 'Go To' icon in the top right corner. Below the header, there's a table with columns: Name, Employee Approval, Manager Approval, Unreviewed Exceptions, Unexcused Absence, Totals Up To Date, and Pay Rule. The table lists five employees: Bird, Tweety; Claus, Santa; Duck, Donald; Mouse, Minnie; and Test, Manager. A red arrow points to the 'Go To' dropdown menu, which is open and shows a list of options: Timecards, Reports, Exceptions, Audits, People Editor, Schedules, Request Manager, and Go to workspace. The 'Schedules' option is highlighted.

Name	Employee Approval	Manager Approval	Unreviewed Exceptions	Unexcused Absence	Totals Up To Date	Pay Rule
Bird, Tweety		n/a	0	✓	✓	Fire Sworn 52 Hour
Claus, Santa		n/a	0		✓	10 Hr Nexempt State
Duck, Donald		n/a	0	✓	✓	Part timeNL
Mouse, Minnie		n/a	0		✓	Exempt L30
Test, Manager			0		✓	Exempt NL

Correcting Approved Leave Type & Amount



- The schedule will appear:

The screenshot shows the Kronos Manager Workspace Schedules interface. The top navigation bar includes 'Manager Workspace' and 'Schedules'. Below the navigation bar, there is a status bar showing 'Loaded: 12:33PM', 'Current Schedule Period', '1 Employee(s) Selected', and an 'Edit' button. The main toolbar contains icons for Quick Actions, View, Column Selection, Visibility Filter, Select all, Gantt View, Sorting, Refresh, View Comments, Share, Save, and Go To. The schedule is displayed in a table format, grouped by employee. The employee 'Bird, Tweety' is selected, and the schedule period is 7/24 - 7/30. The schedule shows a regular 8:00AM - 4:30PM shift from Sunday 7/24 to Thursday 7/28, and a 4:00 hour vacation block on Friday 7/29.

By Employee	7/24 - 7/30						
Name	Sun 7/24	Mon 7/25	Tue 7/26	Wed 7/27	Thu 7/28	Fri 7/29	Sat 7/30
Bird, Tweety		8:00AM - 4:30PM	8:00AM - 4:30PM	8:00AM - 4:30PM	8:00AM - 4:30PM	Vacation [4:00]	

Correcting Approved Leave Type & Amount



- The schedule will appear:

Schedules

Loaded: 12:28PM

Current Schedule Period

1 Employee(s) Selected

Edit

Quick Actions

View

Column Selection

Visibility Filter

Select all

Gantt View

Sorting

Tools

Engines

Refresh

View Comments

Share

Save

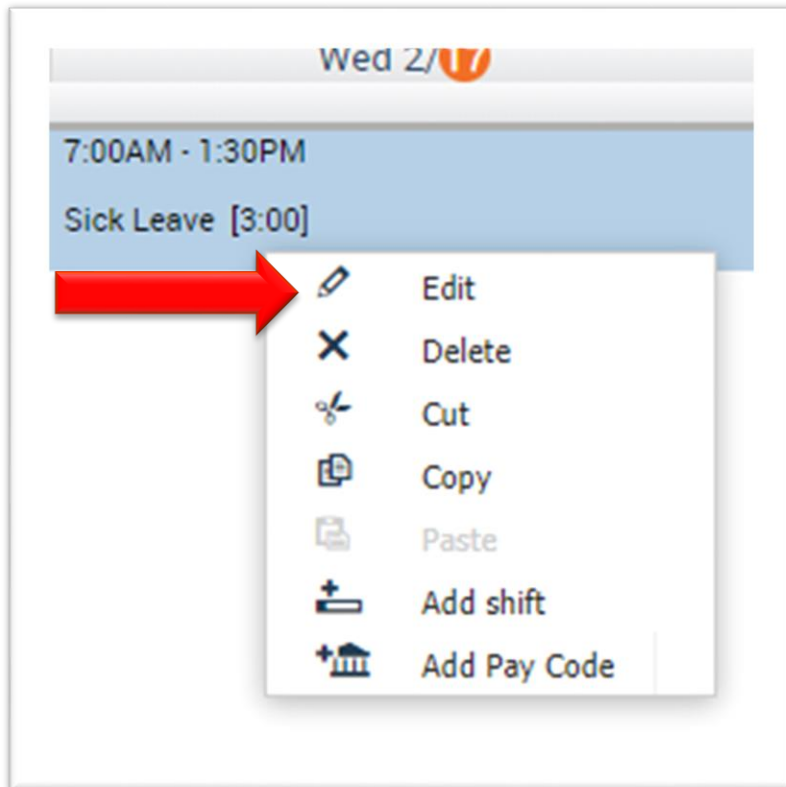
Go To

By Employee	2/14 - 2/20						
Name	Sun 2/14	Mon 2/15	Tue 2/16	Wed 2/17	Thu 2/18	Fri 2/19	Sat 2/20
Bird, Tweety			7:00AM - 11:00AM	7:00PM - 7:00AM	7:00PM - 7:00AM	7:00PM - 7:00AM	7:00PM - 7:00AM

Correcting Approved Leave Type & Amount



- Right click on the date with the leave type then select “edit.”



Correcting Approved Leave Type & Amount



- The “Edit Pay Code” screen will display. Make the necessary adjustments to the Pay Code, Amount, and/or Start Time. Click on the “Apply” button.
- Remember to distinguish “AM” from “PM” if you are changing the Start Time.

The screenshot shows the 'Edit Pay Code Sick Leave' form. It includes the following fields and controls:

- Assigned to:** Duck, Donald
- Effective Date:** 2/17/2021
- Pay Code:** Sick Leave
- Amount (HH:mm):** 3:00
- Override Shift:** ☐
- Whole Shift:** ☒ **Partial Shift:** ☐
- Start Time:** 1:30PM
- Repeat for:** 1 days
- Transfer Job:** [Empty field]
- Transfer Labor Level:** [Empty field]
- Comments (0):** [Add Comment](#)
- Buttons:** Cancel, Apply

Red arrows are overlaid on the form to highlight the fields that can be edited: the Pay Code dropdown, the Amount dropdown, the Start Time field, and the Apply button.

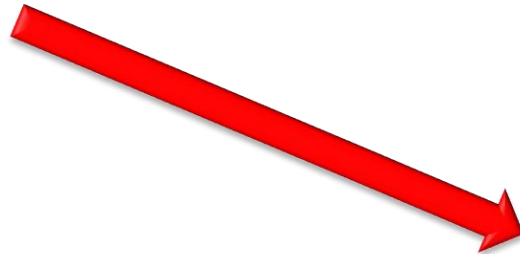
Correcting Approved Leave Type & Amount



- Click “Save” when your screen changes back to the Manager workspace and click on the “Refresh” icon to see the changes.



Save



Refresh

Correcting Approved Leave Type & Amount



- “Before” Timecard corrections:

Timecards										
Bird, Tweety		1 of 1		100		Loaded: 11:02AM		Current Schedule Period		1 Employee(s) Selected
Accruals Actions		Print Timecard		Refresh		Calculate Totals		Save		Go To
	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
	Sun 7/24									
	Mon 7/25	8:00AM-4:30PM	8:00AM	12:00PM						
			12:30PM					4:00	4:00	4:00
	Tue 7/26	8:00AM-4:30PM								4:00
	Wed 7/27	8:00AM-4:30PM	7:52AM	12:00PM						
			12:30PM	4:22PM				8:00	8:00	12:00
	Thu 7/28	8:00AM-4:30PM	8:08AM	12:00PM						
			12:30PM	4:38PM				8:00	8:00	20:00
	Fri 7/29		8:00AM			Vacation	4:00		4:00	24:00
	Sat 7/30									24:00

Correcting Approved Leave Type & Amount



- “After” Timecard corrections:

Timecards

Bird, Tweety

1 of 1

100

Loaded: 12:54PM

Current Schedule Period

1 Employee(s) Selected

Accruals

Actions

Print Timecard

Refresh

Calculate Totals

Save

Go To

		Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
<div><div>+</div><div>✕</div></div>		Sun 7/24									
<div><div>+</div><div>✕</div></div>		Mon 7/25	8:00AM-4:...	8:00AM	12:00PM						
<div><div>+</div><div>✕</div></div>				12:30PM	4:30PM				8:00	8:00	8:00
<div><div>+</div><div>✕</div></div>		Tue 7/26	8:00AM-4:...	8:00AM	12:00PM						
<div><div>+</div><div>✕</div></div>				12:30PM	4:30PM				8:00	8:00	16:00
<div><div>+</div><div>✕</div></div>		Wed 7/27	8:00AM-4:...	7:52AM	12:00PM						
<div><div>+</div><div>✕</div></div>				12:30PM	4:22PM				8:00	8:00	24:00
<div><div>+</div><div>✕</div></div>		Thu 7/28	8:00AM-4:...	8:08AM	12:00PM						
<div><div>+</div><div>✕</div></div>				12:30PM	4:38PM				8:00	8:00	32:00
<div><div>+</div><div>✕</div></div>		Fri 7/29		8:00AM			Sick Leave	8:00		8:00	40:00
<div><div>+</div><div>✕</div></div>		Sat 7/30									40:00

Call Out Incentive



- Non-exempt employees may receive additional compensation for being assigned as the person **to be called out if the need arises**. The employee is in a status of **'subject to call out.'**
- The time card entries to compensate the employee are done by the supervisor.
- Call Out Incentive shifts are determined by each department.
- Call Out Incentive hours are **not considered working hours** to count towards the calculation of OT.



Call Out Incentive



- This employee is the designated person to be called out
- Enter the pay code of 'Callout Incentive' and the number of shifts:

Timecards

Bird, Tweety 1 of 1 100 Loaded: 12:15PM 9/12/2020 - 9/18/2020, S... 1 Employee(s) Selected

Approve Timecard Sign Off Accruals Actions Print Timecard Refresh Calculate Totals Save Go To

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+ X	Tue 9/15		12:30PM	3:00PM		Callout Incentive	2:00	2:30	8:00	
+ X		7:00AM-3:30PM	7:00AM	12:00PM				5:30		
+ X			12:30PM	3:00PM				2:30	10:00	
+ X	Wed 9/16					Callout Incentive	2:00			
+ X		7:00AM-3:30PM	7:00AM	12:00PM				5:30		
+ X			12:30PM	3:00PM				2:30	10:00	
+ X	Thu 9/17					Callout Incentive	2:00			
+ X		7:00AM-3:30PM	7:00AM	12:00PM				5:30		
+ X			12:30PM	3:00PM				2:30	10:00	
+ X	Fri 9/18					Callout Incentive	2:00			
+ X		7:00AM-3:30PM	7:00AM	12:00PM				5:30		

Totals Accruals

All All

Location	Job	Account	Pay Code	Amount	Wages
		. 01/320/CTYHL/00000/000/100/0	Callout Incentive	12:00	\$0.00
		. 01/320/CTYHL/00000/000/100/0	Hourly	40:00	\$0.00

Call Out



- Non-exempt employees receive additional compensation if they are called to work outside of their shift.
- The employee is compensated at his/her regular rate of pay.
- Time worked in Call Out status is included in hours worked toward the overtime threshold.
- Call Out pays a minimum of two hours for each separate occurrence.
- The time card entries can be entered by the supervisor or the employee as a transfer.
- **This is different from “Call Out Incentive” which is the time the employee is on standby.**

Call Out



- Insert a row and enter the time the call out started and ended
- Click the drop down on 'Transfer'

Timecards

Bird, Tweety

1 of 1

100

Loaded: 12:57PM

9/19/2020 - 9/25/2020, S...

1 Employee(s) Selected

Approve Timecard

Sign Off

Accruals Actions

Print Timecard

Refresh

Calculate Totals

Save

Go To

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+ X	Fri 9/18									
+ X	Sat 9/19									
+ X	Sun 9/20	12:00AM-8:00A...	12:00AM	8:00AM				8:00	8:00	8:00
+ X	Mon 9/21	12:00AM-8:00A...	12:00AM	8:00AM				8:00		
+ X			2:00PM	2:15PM	Call OUT			2:00	10:00	18:00
+ X	Tue 9/22	12:00AM-8:00A...	12:00AM	8:00AM				8:00	8:00	26:00
+ X	Wed 9/23	12:00AM-8:00A...	12:00AM	8:00AM				8:00	8:00	34:00
+ X	Thu 9/24	12:00AM-8:00A...								34:00
+ X	Fri 9/25	7:00AM-3:30PM	7:00AM	3:00PM				8:00	8:00	42:00
+ X	Sat 9/26									

Totals

Accruals

All

All

Location	Job	Account	Pay Code	Amount	Wages
		.01/320/CTYHL/00000/000/100/0	COMP Earned	2:00	\$0.00
		.01/320/CTYHL/00000/000/100/0	Call Out	2:00	\$0.00
		.01/320/CTYHL/00000/000/100/0	Hourly	38:00	\$0.00

Call Out



- Once the transfer box appears
- Select Work Rule, Call Out & Apply

Transfer

Name: Bird, Tweety
Job:
Labor Account:
Work Rule: Call OUT

[Job Transfer](#) | [Labor Account](#) | **Work Rule**

Add Work Rule [Clear All](#)

Search List

- Animal Control NL
- Aux Extra Duty OT - \$33.57
- Auxiliary Police
- Auxiliary Officer
- Call OUT**
- Call OUT 1.5
- Call OUT - FIRE
- Call OUT Sworn
- City Paid Event
- City Paid Event Civilians

[Cancel](#) [Apply](#)

- Click “Save” and Refresh

Call Out – Less than 2 hours



- If an employee is called out for less than 2 hours, the time must be entered as a transfer for the exact time the employee spends on call out
- Supervisors **should not** enter just the paycode and 2 hours.
- **Correct entry**

		Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift
+	×	Fri 10/09							
+	×	Sat 10/10		4:00PM	5:00PM	;;Call OUT			2:00

- **Incorrect entry:**

		Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift
+	×	Fri 10/09							
+	×	Sat 10/10					Call Out	2:00	

Comp vs. Overtime



- The supervisor, based on departmental guidelines, has the ability to change the type of overtime compensation from comp time to paid overtime.
- **This entry has to be made prior to payroll sign-off!**

Comp vs. Overtime



Steps in completing this task:

- Recognize when additional compensation is due
- Convert comp time to paid overtime
- Non-exempt employees receive additional compensation for hours worked beyond the overtime threshold defined by the Fair Labor Standards Act (FLSA).
- For most non-exempt employees, that threshold is 40 hours in the administrative work week.
- The administrative work week begins on Saturday and ends on Friday.

Comp vs. Overtime





- When an Employee reaches over 40 hrs. per week, a clock will appear on the day.
- By default the clock will be **RED**. The Employee will be given Comp time if the clock is left **RED**.
- If you want the Employee paid out in dollars, you must change the clock **GREEN** by right clicking and approving OT.
- **Remember:** On Holiday weeks you must change the clock to **GREEN** so the employee does not earn Comp time and is paid additional straight time.
- Accruals (sick, vacation etc.) will not count towards hours worked.
- For ex: If an employee reaches 48 hours in one administrative week but used 8 hours of sick they will not be paid 8 hours of OT.

Comp vs. Overtime



- This employee was approved to work late. The supervisor has reviewed the hours worked. There will be a red clock by the date once the overtime threshold has been reached.

+	×			7:59AM	3:59PM
+	×	Thu 4...		8:00AM-4:00P...	7:53AM 9:05PM
+	×	Fri 4/...		8:00AM-4:00P...	3:58AM 7:56AM

Comp vs. Overtime





- In this example, the timecard totals show that the employee has worked 6 hours beyond the FLSA overtime threshold. The supervisor has been authorized to change four of the six hours to paid overtime.

Account	Pay Code	Amount
01/132/CTYHL/001/000/0/0	COMP Earned	6:00
01/132/CTYHL/001/000/0/0	Hourly	40:00

Comp vs. Overtime



- By right-clicking on the red clock, the supervisor has to click on “Approve Overtime”.

<div>+×</div>				7:59AM	3:59PM
<div>+×</div>	Thu 4...		8:00AM-4:00P...	7:53AM	<div><div></div><div></div><div></div></div> 9:05PM
<div>+×</div>	Fri 4/...		8:00AM-4:00P...	<div><div></div><div></div><div></div></div> 3:58AM	<div><div></div><div></div><div></div></div> 7:56AM
<div>+×</div>					

Comp vs. Overtime



- The amount of overtime available to be converted is displayed. The options are to convert “All”, “Some”, or “None”. If you select “Some”, then the time to be changed to pay must be entered.

A screenshot of a web-based "Approve Overtime" dialog box. The title "Approve Overtime" is at the top left. Below it, there are several input fields: "Overtime Date *" with a date picker showing "2/12/2021" and a "Clear" button; "Unapproved Overtime Amount (HH:mm) *" with a text input showing "5:00"; and "Amount *" with a dropdown menu currently set to "Some (HH:mm)" (this dropdown is circled in red) and an adjacent empty text input field. Below these is a "Comments (0) Add Comment" section. At the bottom, there is a checkbox labeled "Mark Exceptions as Reviewed" which is checked, followed by "Reset", "Cancel", and "OK" buttons. A large red arrow points to the "OK" button.

- Comments can be added if needed.
- Then click “OK”.

Comp vs. Overtime



- The timecard totals will show that the employee will receive overtime pay for the number of hours entered and the balance will stay in the employee's comp earned total.

- Before:

Account	Pay Code	Amount
01/132/CTYHL/001/000/0/0	COMP Earned	6:00
01/132/CTYHL/001/000/0/0	Hourly	40:00

- After:

Account	Pay Code	Amount
01/132/CTYHL/001/000/0/0	COMP Earned	2:00
01/132/CTYHL/001/000/0/0	Hourly	40:00
01/132/CTYHL/001/000/0/0	Overtime	4:00

- **Remember: This entry has to be made prior to payroll sign-off!**

Overtime Earned on a Holiday



- Employees who earn OT on a holiday shall be compensated for both the OT hours and Holiday Worked hours. Kronos has been configured based on City policy to compensate employees accordingly.
- The red clock will need to be approved in order for the employee to be paid correctly for those hours.



Overtime Earned on a Holiday, con't.



Date	Schedule	In	Out	Tra...	Pay Code	Amount	Shift	Daily	Period
Fri 6/11									
Sat 6/12		7:00AM	3:30PM				8:30	8:30	8:30
Sun 6/13									8:30
Mon 6/14	7:00AM-3:30PM	7:00AM	3:30PM				8:30	8:30	17:00
Tue 6/15	7:00AM-3:30PM	7:00AM	4:30PM				9:30	9:30	26:30
Wed 6/16	7:00AM-3:30PM	7:00AM	3:30PM				8:30	8:30	35:00
Thu 6/17	7:00AM-3:30PM	7:00AM	12:00PM				5:00	5:00	40:00
Fri 6/18					Juneteenth Observed	0:00			
Fri 6/18	7:00AM-3:30PM	7:00AM	3:00PM				8:00	8:00	48:00
Sat 6/19									

All All

Location	Job	Account	Pay Code	Amount
----------	-----	---------	----------	--------

63/R01/CTYHL/00000/000/8511/0	Holiday OT	8:00
63/R01/CTYHL/00000/000/8511/0	Holiday Worked 2.5	8:00
63/R01/CTYHL/00000/000/8511/0	Hourly	40:00

Delegating Authority



Steps in completing this task:

- Request Supervisor Delegation
- Delegating Authority
- Accepting the Delegation Request
- Acting as the Delegator
- Cancelling a Delegation Request

Request Supervisor Delegation



- If you are unable to perform the functions of a supervisor(ex. Out sick, on vacation, etc.), you will need to delegate your authority to another supervisor.

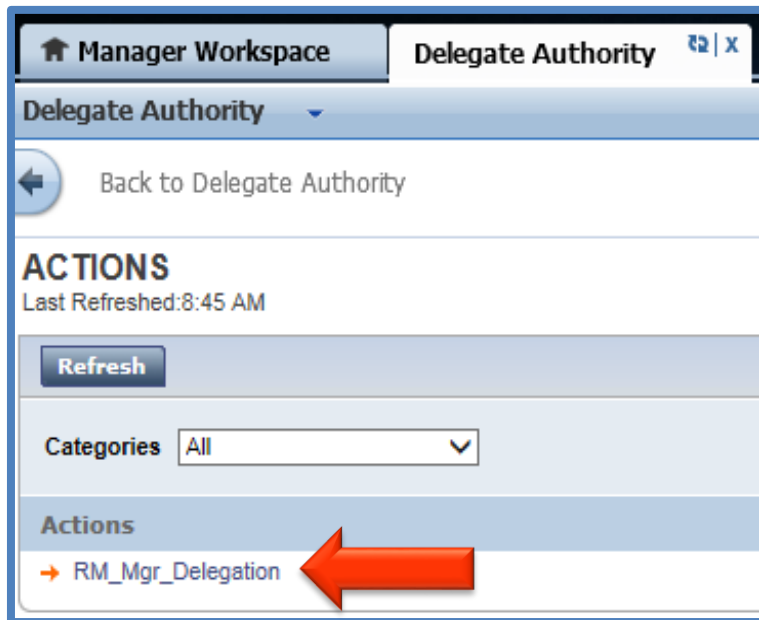


Delegating Authority

- From the related items pane on the right side of your screen, click on “Delegate Authority:”



- Click on “RM Mgr Delegation:”



Delegating Authority



- The Delegation pop-up appears. Any “Existing Delegations” will be shown. To create a new delegation, select the supervisor that you wish to “Delegate” to. Then, enter the “Start Date” and “End Date.” Then assign the “Role” to the supervisor (usually MANAGER). Click “Save & Close”

The screenshot shows a software window titled "Existing Delegations" and "New Delegation".

Existing Delegations: A list box containing the text "None". A red arrow points to this list box.

New Delegation:

- * Delegate:** A dropdown menu showing "Test, Manager". A red arrow points to this dropdown.
- * Start Date:** A text box containing "2/18/2017" with a calendar icon to its right. A red arrow points to the text box.
- * End Date:** A text box containing "2/24/2017" with a calendar icon to its right. A red arrow points to the text box.
- Role:** A dropdown menu showing "Manager". This entire section is circled in red, and a red arrow points to the dropdown.

At the bottom, there are two buttons: "Save & Close" and "Cancel". A red arrow points to the "Save & Close" button.

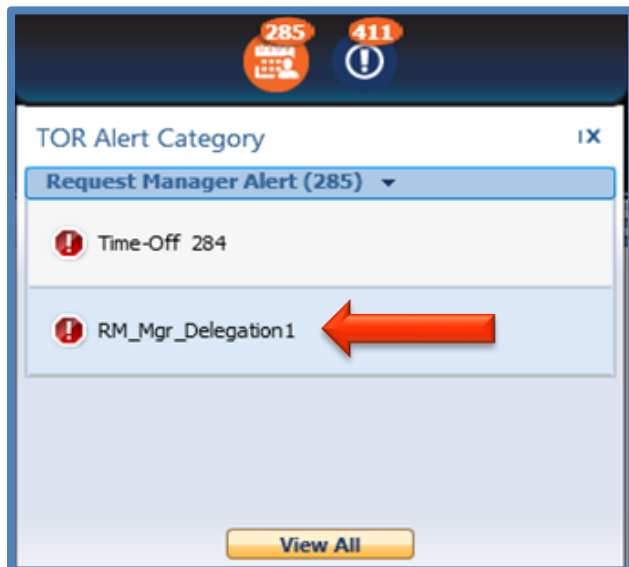
Accepting the Delegation Request



- When another supervisor sends a delegation request to you, an alert will display in the “TOR Alert Notification”



- Select the “TOR Alert Notification. The display of “RM_Mgr_Delegation1” will display below your employee “Time-Off Notification.” Click on “RM_Mgr_Delegation1”



Accepting the Delegation Request



- The “Request Manger” screen will show details of the delegation. Click on “Accept Delegation” or “Decline Delegation:”

Manager Workspace

Request Manager

6/28/2016 - 7/27/2016, Select All Home RM_Mgr_Deleg... Active

Accept Delegation Decline Delegation Show Detail

Delegate	End Date	Modified By	Role	Start Date	Status	Subject	Submit Date	Submitted By
Test, Manager	8/20/2016	Bird, Tweety	Tweety Role...	01/2016	Active	Accept Dele...	7/27/2016 9...	Bird, Tweety

Accepting the Delegation Request



- Accepting or declining a delegation request will automatically remove the request from the screen.

Manager Workspace

Request Manager

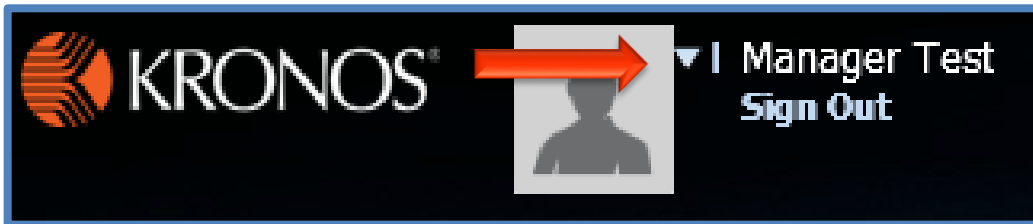
6/28/2016 - 7/27/2016, Select All Home RM_Mgr_Deleg... Active

Delegate	End Date	Modified By	Role	Start Date	Status	Subject	Submit Date	Submitted By

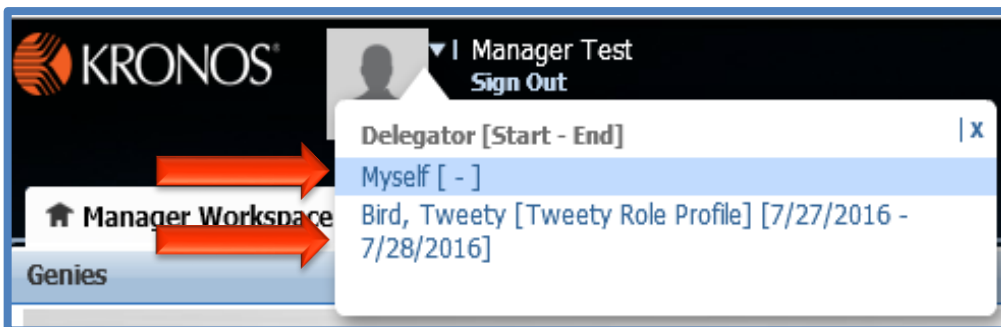
Acting as the Delegator



- Once you have approved the delegation request, sign out and then back in. You will now see an inverted arrow beside your name:



- Click on the inverted arrow. You will see different supervisors available. “Myself” consists of all employees that report to you and the option to switch to the supervisor that you have accepted the delegation request from:



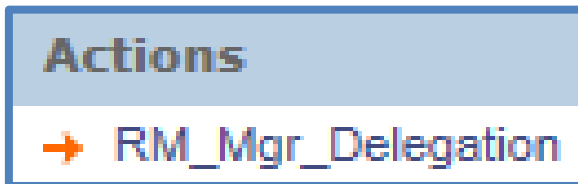
Cancelling a Delegation Request



- You are able to cancel your delegation request at any time. From your related items pane, click on “Delegate Authority:”



- Click on “RM_Mgr_Delegation:



Cancelling a Delegation Request



- Another window will display, select “Remove Existing Delegation” and click on “Next:”

Action

Select Action: ☐ Create New Delegation ☒ Remove Existing Delegation

Next Cancel

- Your screen will change, showing your “Existing Delegation,” select the delegation request that you want to delete, then click on “Delete:”

Existing Delegations

Test, Manager: 8/01/2016 - 8/20/2016, Tweety Role Profile

Delete Cancel

- The request has been deleted and the delegate will no longer have access to see the employees who report to you. Click “Close:”

Delegation Deleted!

Close

Other Tasks



- <https://hamptonmarketing.wufoo.com/forms/w1chg30w0299wvv/>

KRONOS Employee Information Form - V2

Form Submitted By:

Your Name: *

First Last


Your Email: *

Employee Information:

Employee Name: *

First Last

Effective Date: *

/ / 

MM DD YYYY

Employee Number (if known): *

- Lunch-Log(handout)
- Adding meal break to a timecard(handout)

Audits



Bird, Tweety 1 of 1 100

Loaded: 8:21AM Week to Date 1 Employee(s) Selected

Approve Timecard
 Sign Off
 Accruals Actions

Print Timecard
 Refresh
 Calculate Totals
 Save
 Go To

		Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
		Fri 7/24									
		Sat 7/25									
		Sun 7/26	12:00AM-8:00AM	12:00AM	8:00AM				8:00	8:00	8:00
		Mon 7/27	12:00AM-8:00AM	12:00AM	8:00AM				8:00	8:00	16:00
		Tue 7/28	12:00AM-8:00AM	12:00AM	8:00AM				8:00	8:00	24:00
		Wed 7/29	12:00AM-8:00AM	12:00AM	8:00AM				8:00	8:00	32:00
		Thu 7/30	12:00AM-8:00AM	12:00AM	8:00AM				8:00	8:00	40:00
		Fri 7/31									

1 Selected

Week to Date

▼ Go to widget

Audits
 Exceptions
 Audits
 People Editor
 Schedules
 Request Manager
 Rule Analysis

► Go to workspace

Audits



Changes made to the time card:

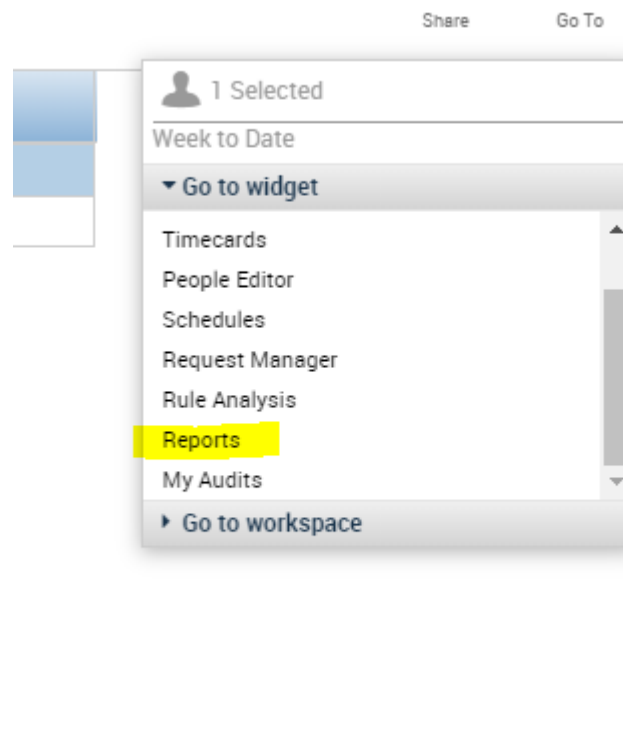
 Duck, Donald  1 of 1 108

Date	Time	Type	Account	Pay Code	Amount	Work Rule	Override	Comment	Edit Date	Edit Time	User	Data Source
7/27/2020	4:00PM	Add Punch					In Punch		7/30/2020	8:49AM (GMT -0...	TBird:kronosv8.hampton.g...	Timecard Editor
7/28/2020	12:00AM	Add Punch					Out Punch		7/30/2020	8:49AM (GMT -0...	TBird:kronosv8.hampton.g...	Timecard Editor
7/30/2020	8:45AM	Add Punch							7/30/2020	8:45AM (GMT -0...	DDuck:kronosv8.hampton....	Time Stamp
7/30/2020	8:46AM	Add Punch							7/30/2020	8:46AM (GMT -0...	DDuck:kronosv8.hampton....	Time Stamp
7/30/2020	8:00AM [8:45AM]	Edit Punch							7/30/2020	8:49AM (GMT -0...	TBird:kronosv8.hampton.g...	Timecard Editor
7/30/2020	8:46AM	Delete Punch							7/30/2020	8:49AM (GMT -0...	TBird:kronosv8.hampton.g...	Timecard Editor

Reports



- When running reports, from Genies select “Go To” and reports.



REPORTS

SELECT REPORTS | **CHECK REPORT STATUS**

Run Report | **Refresh** | **Validate Template** | **Edit Template**

Create Favorite | **Save Favorite** | **Duplicate Favorite** | **Delete Favorite**

Accrual Detail

- Accrual Profile Exceptions
- Accruals (New Spreadsheet with PersonNum)
- Accruals (Spreadsheet Export)
- Accrual Summary
- Actual vs. Schedule by Labor Account
- Actual vs. Schedule Summary by Labor Account with Chart
- Comments
- Employee Hours by Labor Account
- Employee Hours by Labor Account (Excel)
- Employee Hours by Time Frame (Spreadsheet Export)
- Employee Schedule - Monthly
- Employee Schedule - Weekly
- Employees Currently Earning Time (On Premise)
- Employee Sign-off
- Employee Time Detail (Spreadsheet Export)

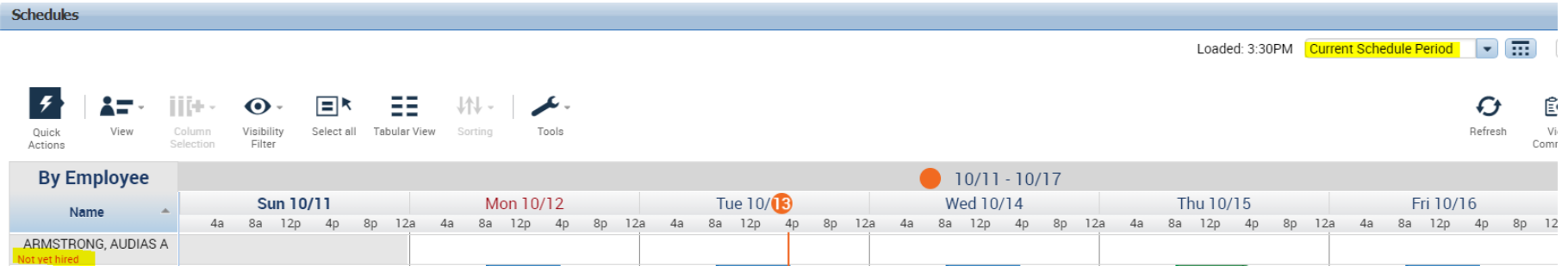
Employee Transactions and Totals

- Employee Transactions and Totals (Excel)
- Exceptions
- Exceptions - not yet reviewed
- Exception Summary
- Hours by Labor Account

Points to Ponder



- “Not Yet Hired”



- Be very conscience of changing punches. Do **not** falsify the timecard.

Before:

	Date	Schedule	In	Out	Tr...	Pay C...	A...	Shift	Daily	Period
+	Fri 10/09	2:00PM-12:00AM								
+	Sat 10/10									
+	Sun 10/11									
+	Mon 10/12									
+	Tue 10/13	2:00PM-12:00AM	2:00PM	12:05AM				10:00	10:00	10:00
+	Wed 10/14	2:00PM-12:00AM	2:00PM	12:00AM				10:00	20:00	
+	Thu 10/15	2:00PM-12:00AM	12:00AM	1:00AM				11:00		
+		2:00PM-12:00AM	2:00PM	12:00AM				11:00	31:00	
+	Fri 10/...		12:00AM	1:00AM				11:00		
+		2:00PM-12:00AM	2:00PM	12:00AM				11:00	42:00	
+	Sat 10/17		12:00AM	1:00AM				11:00		

Totals Accruals

All All

Location	Job	Account	Pay Code	Amount
		01/001/CTYHL/00000/000/100/0	COMP Earned	2:00
		01/001/CTYHL/00000/000/100/0	Hourly	40:00

After:

	Date	Schedule	In	Out	Tr...	Pay C...	A...	Shift	Daily	Period
+	Fri 10/09	2:00PM-12:00AM								
+	Sat 10/10									
+	Sun 10/11									
+	Mon 10/12									
+	Tue 10/13	2:00PM-12:00AM	2:00PM	12:05AM				10:00	10:00	10:00
+	Wed 10/14	2:00PM-12:00AM	2:00PM	12:00AM				10:00	10:00	20:00
+	Thu 10/15	2:00PM-12:00AM	2:00PM	12:00AM				10:00	10:00	30:00
+	Fri 10/16	2:00PM-12:00AM	2:00PM	12:00AM					10:00	40:00
+	Sat 10/17		12:00AM	1:00AM				11:00		

Totals Accruals

All All

Location	Job	Account	Pay Code	Amount
		01/001/CTYHL/00000/000/100/0	Hourly	40:00

Points to Ponder Cont'd



- Encourage the employees to approve their timecards and notify their supervisor of any discrepancies.
- Do not forget to approve your own time cards



QUESTIONS





Payroll Manager Overview

TIME & ATTENDANCE

SCHEDULING

ABSENCE MANAGEMENT

HR & PAYROLL

HIRING

LABOR ANALYTICS



- Payroll Manager- Stacia Pfizenmayer
- Payroll Specialist – Lisa Burgess
- Please include both in all Payroll related emails.



Paying Current and what that means



- The City of Hampton pays current for full time.
- EX: Full time employee's pay on 05/21/2021 covers the 80 hours worked from **05/08/2021 - 05/21/2021**
- The 05/21/2021 pay check will also include overtime (excluding Sworn personnel), leave without pay and extra duty. Anything outside of the "normal" from the previous pay period.

04/24/2021 – 05/07/2021

- *Part time employee's are paid by the hours worked*

05/01/2021 – 05/14/2021

May 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
					Pay Day	
23	24	25	26	27	28	29
30	31					

Terminating Employee's



- Notice of Separation form **must** be submitted to Human Resources.
- Send an email to the Payroll Department as soon as you are aware of an employee's termination.
- Remember: We pay current! If Payroll is not notified prior to the termination date the employee will be overpaid. This results in your department losing money if we are unable to collect it back.
- Easier to add pay than to take back!
- **If you see an active timecard in Kronos after the employee has termed please reach out to Kronos Help Desk**

Role of a Payroll Clerk



- **Review** timecards every Monday morning to ensure that they are error free for payroll processing
 - ✓ Look for missed punches or unexcused absences
 - ✓ Look for **red** boxes or bars
 - ✓ Alert supervisor of discrepancies
- Run the ***Employee Transactions and Totals*** report

Time Off Request (TOR's)



- The supervisor / manager is required to review all TOR's prior to approving the time card.
- Remember: The time is not deducted from the Employee's accrual buckets until the TOR has been approved by the supervisor / manager.
- Once a TOR has been submitted, it must have a response no later than 2pm

A screenshot of the "Manager Workspace" interface, specifically the "Request Manager" section. The interface includes a header bar with a home icon and the text "Manager Workspace". Below this is a sub-header "Request Manager". The main area contains a row of filters: a date range "1/30/2017 - 7/28/2017, Select" with a dropdown arrow, a calendar icon, a text input "All Home" with a dropdown arrow, a text input "Time-Off" with a dropdown arrow, and a text input "Multiple" with a dropdown arrow. Below the filters is a row of action buttons: "Details", "Edit", "Approve", "Refuse", "Pending", "Retract", and "Request Time Off". The "Approve" and "Refuse" buttons are circled in red.

Approving Time Cards



- PFT time card and TOR approvals must be complete by 2:00 pm on Tuesday after payday
- WAE/PPT time card approvals must be complete by 2:00 pm on Monday before payday
- Once the Payroll Department has signed off on the time cards, all corrections must be submitted on a Kronos correction form.
- *Reminder: The Payroll Department has deadlines that must be met.

Kronos Correction Form



- Make sure that all information is completed and has all required signatures.
 - No electronic signatures (Per Internal Audit)
- This form is the only way to track the change to either the payroll or accruals.
 - Be detailed. Provide the date(s) associated with the change request.
- Email the form or submit a hard copy.
 - Do not do both.
- This form is located on the COH Intranet under the Kronos form section.

Administrative Workweek



- Full time employee's **MUST** reach **40 hours** per administrative work week (Saturday- Friday)
- If the employee has missed time, you must add leave to the time card to total 40 hours.
- If the employee has missed time and has no available leave, you must add LWOP pay code to ensure the time card totals 40 hours.
- If the employee has used leave and the hours for the week total more than 40, the leave must be reduced.

Pay Codes



- Please review your Pay codes to determine the best code to use. If you are not clear please reach out to the Kronos team or Payroll team for guidance.
- Choosing the correct pay code determines how an employee will be paid.
- *Reference Pay code definition hand out*

Leave Donation



- All PFT employees with thirty (30) continuous calendar days of service are eligible to receive donated leave if they are not already eligible for Short Term Disability (Hybrid).
- The donor shall complete a Leave Donation form, and enter the number of sick and / or annual hours to donate. The minimum donation is eight (8) hours. The donor's supervisor and/or designee will approve the form.
- The Payroll Manager or designee shall transfer the hours from the donor's appropriate accrued leave balance to the recipient's sick leave balance as needed each pay period.
- *Reference Leave Donation Handout*

Workers Compensation



- **Workers Compensation Injury Leave**

Used for the first 7 days an employee is on WC even though they will only be paid for their scheduled hours during that time frame.

**** This code will pay the employee****

- **Worker's Comp Risk**

Used when an employee is being paid by Risk Management's vendor, after 7 days.

**** This code will not pay the employee****

Please do not use the Workers Comp pay codes until you have confirmed with Risk the employee is actually covered under Workers Comp Insurance.

- Please make sure you are using the correct FMLA pay codes as this is the tracking mechanism for Benefits. Each employee is entitled to 480 hours per rolling year of FML.
- Please make sure you are coordinating with a member from the Benefits team prior to using any FML code in Kronos.

QUESTIONS



BENEFITS/FAMILY MEDICAL LEAVE



Lanita.butler@Hampton.gov or COHbenefits@Hampton.gov

757.727.6613 or 757.727.6230

The initial notice

- At the time an employee has been absent for 2-3 consecutive days
- The same day you have a discussion where the employee conveys information that “may” be an eligible FMLA event
- The same day the employee discloses a potential FMLA event i.e. procedure, surgery or anticipated need to care for a family member or military leave

Note: you are not permitted to ask the employee details regarding “why”, diagnosis or any details

ACTION

- Immediately refer to the benefits department. We have 5 business days from the day you are “aware” of the event to perform the eligibility check and send the Department of Labor (DOL) Eligibility Notice.
- Send an email to the Benefits department containing the following information: Employees name as it appears in Kronos (no nick names), best contact info, last day worked, estimated leave date.
- In the subject line of the email include the following: Employee’s First Name, Last Name – FMLA Request, Date

Communication

- Once a determination is made the Benefits department will send the required designation notice to the employee, supervisors, payroll liaison and human resources representative.
- Please do not contact the employee once they are actively on an FMLA approved leave. Questions or concerns should be directed to Benefits or Human Resources.

Tracking leave

- All FML should be tracked in Kronos rather intermittent or continuous.
- When an employee is absent confirm if it is due to the FML reason and enter time according.
- If an employee is approved for STD after accrued time has been entered, the payroll department will work with you to credit employee time.

Eligibility

The Benefits department will initiate the eligibility verification and send the required eligibility notice.

- Employed one year
- 1250 hours rolling 12 months
- Previous FML/COVID)
- Please do not provide the employee with any documents
- Compliance
- Discuss, educate and instruct the employee regarding FMLA process, providers and Short Term Disability (STD)

FMLA Do's and Don'ts

Do	Don't
Have discussions in private	Have discussions openly that can be overheard
Deter employees from giving you private and medical information. Ask yourself – do you “need” to know	Enforce requirement for employees to turn in all notes & medical information to the Benefits department
Refer all employee or medical providers to the Benefits department	Send, receive or interact with providers on the behalf of employees
Send requests for updates on cases in which you have not received a designation	Request update or status for employees which you have received a designation. You will be notified if there are changes or extensions
Ask questions (ADAAA, LWOP)	Guess at the next steps
Confirm via email when an employee has “officially” returned to work	Assume Benefits and Payroll are aware the employee has actually returned
Allow the Benefits department ONLY, to issue medical certifications	Issue ANY medical certifications or documents from the department

WRAP-UP /QUESTIONS



Conclusion of Managers & Payroll Clerk Training

